

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: Marsik

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 15, 2016 at 7:45 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Jane Hooper, Clearview Administrator; Ann Schultz, Clearview Director of Nursing; Angi Zilliox, HR Specialist; Karen Gibson, County Clerk.

Meeting called to order by Vice-Chairperson Frohling at 7:45 a.m.

Roll call was taken. All members present; expect Marsik who was excused.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Vice-Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Frohling asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the March 1, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Hooper provided the Committee information regarding Clearview's current staffing needs, expressing that admissions are being delayed due to staff availability to provide the care. Hooper stated that currently Clearview is conducting a staff survey with preliminary findings and will bring more information to the Committee when finalized. Hooper expressed that currently staff are on an every other or every third weekend off schedule; however, staff are seeking schedule flexibility. In response, Hooper stated that Clearview would like to implement a couple of different policies on a trial basis to review after the summer months. Hooper further explained that these are small incentives without a high cost. Schultz stated that some employees expressed interest in self-scheduling and have developed a plan within each employee's status. Clearview will begin a trial with one household in hopes to increase attendance and employee satisfaction. Schultz presented a trial incentive program to improve attendance through an Attendance Drawing explaining that if a nursing or dietary non-exempt employee has no unscheduled episodes in a calendar month, he/she would be eligible for a monthly random drawing for one (1) of five (5) \$20.00 gift cards. Schultz also presented a trial incentive program where non-exempt employees of the nursing or dietary accepting an additional full shift are eligible for a monthly random drawing for one (1) of five (5) \$20.00 gift cards. Schultz concluded that the cost for both programs would be \$2,400/year. Hooper shared that the current absenteeism policy focuses more on the negative and wanted to implement something more positive. Schultz explained that Clearview was also researching offering 12-hour shifts and although there were no staff in-house interested, they would like to pursue a 12-hour shift as a recruitment option. Eske stated that currently there

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are FLSA rules and overtime rules to consider. Clearview staff answered questions from the Committee. Schmidt requested an update in September/October of the trial programs.

Motion by Greshay to approve the Self-Scheduling Policy, Attendance Drawing Policy, and Additional Shift Drawing policy on a trial basis. Second by Duchac. Motion carried.

Hooper notified the Committee of the upcoming retirement of the Scheduling Supervisor after more than 30 years of service. Hooper explained that when there is an opening, they always look at how to make changes. Currently, scheduling is comprised of one (1) Scheduling Assistant and one (1) Scheduling Supervisor. With the changes in Kronos and changes in responsibilities, Hooper proposed having two (2) Scheduling Assistants and reclassifying a Payroll Specialist to a Payroll Specialist/Scheduling Supervisor. Eske stated that a JDQ will be sent to Carlson Dettmann for review. Hooper stated they hope to present to the Health Facilities Committee, Human Resources Committee and County Board in April.

Eske tabled the discussion and consideration regarding employee compensation during disaster/emergency situations.

Eske distributed draft changes to the Sick Leave Policy. Eske emphasized that the emergency sick leave bank was never intended to be paid out. Eske presented a recommendation for the Human Resources Committee to approve use of hours in an emergency sick leave bank prior to exhausting the regular sick bank on a case-by-case, non-precedent setting basis with this Committee's final approval. There was discussion among the members regarding potential costs, sick balances, PEHP plan, and long-term disability plans. Eske identified that it is new hires that struggle with leave time due to trying to accrue sick time with no short-term disability option. It was the consensus of the Committee to make no changes to the Emergency Sick Leave Policy at this time. Eske indicated the other proposed change to the Sick Leave Policy is regarding the six (6) month orientation timeframe. Eske explained that Kronos automatically prorates the first month for new hires, which may result in the employee earning less than 48 hours in six (6) months. Schmidt inquired if this could be calculated manually. Eske affirmed that a calculation can be done manually, however, the County wouldn't be utilizing Kronos as it was intended.

Motion by Greshay to approve the changes to the Sick Leave Policy regarding the six (6) month orientation calculation; however, striking the suggested changes regarding emergency sick leave. Second by Duchac. Motion carried.

Eske provided the Committee with the draft resolution regarding the extension of the current PEHP Plan for eligible non-represented employees. Frohling suggested including an explanation that the intent of the change is to make it easier and allow time for employees and managers to plan/budget for retirements. Eske stated she would bring back the resolution next month with formal changes for presentation at the May County Board meeting.

Eske provided Committee members with calculations, examples and analysis regarding the impact of hypothetical changes to the current vacation schedule. Eske also shared results based on polling other counties, stating that most cap vacation at five (5) weeks and the timing of offering three (3) weeks varied at 5, 7, and 10-year increments. Schmidt suggested that if there is difficulty in recruiting to consider bonuses or options that are less costly. There was discussion among Committee members and department heads regarding the effect of a vacation schedule change. Frohling suggested tabling the topic and consider with the Carlson Dettmann study.

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Eske provided the Committee with a Carlson Dettmann Compensation Study update stating that she along with Mielke and Mindemann met with Patrick Glynn, Carlson Dettmann Senior Consultant. Eske informed the Committee that an email would be sent shortly to Department Heads to schedule meetings with Glynn near the end of April. Eske commented that Glynn shared interesting information regarding community trends with a large amount of information to review.

Eske notified the Committee that Sarah Hames was contacted regarding Phase 2 of the Health Insurance Study, however, Eske was unable to make contact with Sara Hames prior to this meeting. Eske indicated there would be a report at the next meeting.

Eske updated the Committee regarding the Kronos project. The Sheriff's Office is progressing with Advanced Scheduler. Eske informed the Committee that due to unforeseen priorities in the Human Resources Department, the Talent Acquisition implementation was postponed.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Meal Site Manager – P.T.	Human Services & Health
One (1) Counselor I, II, III – Case Manager	Human Services & Health
Mental Health – F.T.	Emergency Management
One (1) Maintenance Mechanic – F. T.	Highway Department
One (1) Paralegal Intern – Seasonal	District Attorney
One (1) Data Entry Clerk – LTE/P.T.	County Clerk

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Mindemann explained that an employee at Human Services and Health has requested an extension of a previous unpaid General Leave for February 17, 2016 - March 14, 2016 with the six (6) months of general leave expiring on March 14, 2016. Mindemann noted that this employee has provided a voluntary, written resignation.

Motion by Duchac to approve the leave request as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE: Roger L. Billington, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; David A. Decono, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Jason J. Hensler, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Steven B. Hopp, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; John M. Jatzak, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Paul M. Lehnert, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Aaron M. Paul, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Martin A. Pint, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Jeffrey L. Piotrowski, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; George W. Reddie,

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Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Roy c. Smalley, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Nicholas L. Smith, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Warren W. Stanke, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Michael W. Stephens, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Timothy P. Swanson, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Randall C. Wenzel, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; William D. Weisensel, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Don R. Wellnitz, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; James D. Yaroach, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Thomas J. Umentum, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Troy D. Werner, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Lee Smith, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 02/18/16; Shirley A. Dibble, Nutrition Site Manager, Human Services & Health, \$11.70, MSC15, ST01, 02/22/2016. RE-HIRE: None. RECLASSIFICATION: Tracy L. Barilani, Psychiatric Therapist II – Clinical Services Intake, Human Services & Health, \$26.29, DC09, ST01, 03/07/2016; Margarite F. Cruz, Economic Support Specialist II, Human Services & Health, \$18.64, DC05, ST03, 02/26/2016; Sara R. Mills, Disability Benefit Specialist III, Human Services & Health, \$23.72, DC07, ST03, 02/26/2016. STEP INCREASES: Sara J. Gaska, HS Supervisor – Clinical Services, Human Services & Health, \$31.86, DC11, ST03, 03/24/2016; Jody R. Langfeldt, HS Supervisor – Public Health Officer, Human Services & Health, \$37.56, DC12, ST7B, 04/23/2016.

Motion by Greshay to approve the status changes. Second by Schmidt. Motion carried.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

HR Director's Report:

Eske reported that employment was terminated for a building maintenance employee.

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: Eske notified the Committee that as a result of a discipline at Human Services & Health Department a grievance was filed and denied at Step 2. Eske added that if the grievant appeals the denial at Step 2, the next step is a hearing before an Impartial Hearing Officer.

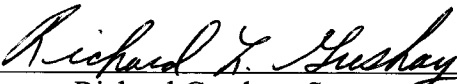
Future Agenda Items: Updates on the State of Wisconsin's decision-making process regarding State Health Insurance with Discussion and Consideration to proceed with Step #2 of the Hayes Study. Discussion and Consideration regarding employee compensation during disaster/emergency situations. Discussion and Consideration regarding Dodge County Civil Service Ordinance. Discussion and Consideration of continuing the PEHP plan.

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Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **April 5, 2016, and April 18, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chair at 9:37 a.m.


Richard Greshay, Secretary


David Frohling, Vice-Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.